January 27, 2013

Dear:

I am writing to you to offer the services of my video production class at Thurston High School in the South Redford School District. My class received a grant that will enable us to produce 30-60 second Public Service Announcements for non-profit organizations in the Redford/Detroit area.

The videos will be student produced and we will gladly work with you to produce a video that will best feature your organization. Upon completion of the video, we can give you a hard copy on DVD or as a web movie. There is no cost to you.

Work on this particular project in our curriculum will begin around February 20 and will end around March 8.

We are excited about this opportunity to give back to the community. Please contact me via email or phone to let me know if you are interested in taking advantage of this opportunity.

Sincerely,

Kara E. Clayton

Video Production Educator

[Clayka01@southredford.net](mailto:Clayka01@southredford.net)

313-535-4000 x. 1145